

**CITY OF HOUSTON**  
**Finance and Administration Department**

**Application for Telecommunications Right of Way Ordinance**

**INSTRUCTIONS:** This application is to be completed by an entity applying for a new telecommunications right of way ordinance (ROW ordinance) or renewing an existing telecommunications right of way ordinance/franchise agreement. Accompanying this application is a copy of Article XIV Chapter 40 (Article XIV@) of the Houston Code of Ordinances which governs the placement of facilities in public rights of way by telecommunications providers and a standard form of right of way ordinance adopted pursuant to Article XIV.

If you have questions about any of the items in the application package, please contact Ernest B. Davis, Franchise Manager, Finance and Administration at 713-837-9617. Completed applications should be sent to the attention of Ernest Davis at the following address:

City of Houston  
Department of Finance and Administration  
Franchise Administration Division  
611 Walker, Tenth Floor  
Houston, Texas 77002

1. Name of company as it should appear on ordinance: \_\_\_\_\_
- Form of organization: \_\_\_\_\_
- State in which organized: \_\_\_\_\_

2. Provide the following for the representative to whom notices should be sent:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

3. Specific purpose for which telecommunications facilities in the public rights of way will be used:

\_\_\_\_\_

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4. Number of access lines for the **most recent 12 month period ended June 30** in the following categories as defined in the attached copy of Article XIV:

\_\_\_\_\_ residential access lines  
\_\_\_\_\_ non-residential access lines  
\_\_\_\_\_ non-switched termination points within the City

5. Number of access lines for the **quarter most recently ended** in the following categories as defined in the attached copy of Article XIV, Chapter 40. *(If not applicable, please provide a three-year forecast):*

\_\_\_\_\_ residential access lines  
\_\_\_\_\_ non-residential access lines  
\_\_\_\_\_ non-switched termination points within the City  
\_\_\_\_\_ quarter for which information provided

6. Number of linear feet of network facilities in public rights of way as defined in the attached copy of Article XIV as of the **most recent 12 month period ended June 30** *(indicate if estimate and describe methodology):* \_\_\_\_\_  
\_\_\_\_\_

7. Attach map showing location and detailed description of facilities in or proposed to be in public rights of way as defined in the attached copy of Article XIV.
8. If new construction is proposed, include attachment showing proposed construction schedule, including but not limited to any information relevant to the issuance of your right of way ordinance. In addition, please provide a three (3) year estimate of the applicant=s facilities that will be located within the city=s rights-of-way.
9. Attach evidence of approval by Texas Public Utility Commission of application for a certificate of convenience and necessity (CCN), a certificate of authority (COA), or service provider certificate of authority (SPCOA). If application has been made but approval not yet obtained, please provide evidence of application for approval and supplement with evidence of approval when secured. *(NOTE: Evidence of approval must be received prior to placement on agenda for Council consideration.)*

10. Please provide company information (brochures, pamphlets, annual reports, etc.)

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#### **AFFIDAVIT**

I, \_\_\_\_\_, certify that the foregoing information contained in this Application for Telecommunications Right of Way Ordinance, including all attachments is, accurate and complete to the best of my knowledge and belief.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

NOTARY SEAL

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**TIME LINE**

As set forth below, the time required from receipt of the application by the City to the effective date of your individual right of way ordinance is approximately 16 weeks, which is largely dependent on the timeliness, completeness and accuracy of the information provided by the applicant. ***All time periods outlined below are approximate and are provided to the applicant for informational purposes only.***

	Application submitted to Finance and Administration (F&A).
+ 2 weeks	F&A advises applicant of completeness of application.
	Upon determining application is complete, F&A requests Legal Department to prepare ordinance.
+ 2 weeks	Applicant receives copy of ordinance to be submitted to City Council.
+ 2 weeks	Applicant submits statement to F&A in writing that ordinance is acceptable.
+ 1 week	F&A submits ordinance for consideration by City Council.
+ 2 weeks	First reading of ordinance before City Council.
+ 1 week	Second reading of ordinance before City Council.
+ 2 weeks	Third reading of ordinance before City Council.
+ 4 weeks	Ordinance becomes effective after 30 day referendum period required by City Charter; also deadline for applicant to submit insurance certificate and statement of acceptance to F&A.